

CITY OF ROSWELL, NM

EOE

POSITION OPENING #15-070

POSITION: Librarian (Childrens)

DEPARTMENT: Library

WORK SCHEDULE: 8 to 5 Tuesday - Saturday

SALARY RATE: \$36,762 - \$45,213 annually

STATUS: Regular Full-Time

OPENING DATE: May 21, 2015

DEADLINE TO SUBMIT REQUIRED APPLICATION: Until Filled

LIBRARIAN

Definition and Distinguishing Characteristics

This is full-functioning professional library work. Work involves providing professional library expertise to a major library area in children's services.

Work is performed in accordance with professional knowledge and standard library procedures. Employees are expected to make professional judgements based upon knowledge. However, a professional supervisor is available for consultation on the more difficult problems and for providing guidance on advanced library practices and techniques. Employees in this class do not supervise professional subordinates. However, they may lead and direct paraprofessional Library Assistants. Work of this class is supervised directly by the Library Director who reviews work for conformity to accepted professional standards through observation, spot-checking of work produced, conferences or private consultations. Work involves considerable contact with City employees and the general public.

Typical Examples of Work Performed

- Supervises and directs employees. Recommends hiring, promoting, training and disciplining employees.
- Responsible for evaluation, collection development, weeding and maintenance of the children's collection.
- Advises readers and answers reference questions related to youth and adult services.
- Responsible for understanding children's basic behavior patterns and initiating appropriate responses when required.
- Plans, organizes and directs children's projects and programs such as Summer Reading Program, Story Times, tours, outreach contacts, etc.
- Responsible for the ROSPIC collection and programing.
- Prepared displays, booklets and bibliographies.
- Keeps records and makes reports.
- Works closely with other departments to enhance efficiency and effectiveness.
- Keeps in touch with Library developments by attending conferences and reading professional literature.
- Responsible for volunteer program, including adult and junior VIPs.
- Writes weekly reviews for newspaper column.
- May be responsible for the Library in the absence of the Library Director.
- Staffs the children's reference desk and provides general reference guidance and specialized reference guidance in a subject area specialty, gives out information both in person and over the phone, may do specialized and difficult subject matter reference work away from reference desk.
- Develops and plans library programs for school-age and pre-school children, assists various community groups at a professional level in developing library-related programs, assists them in book selection, suggests reference sources to further goals of any special programs so developed.
- Selects materials in area of responsibility.
- Develops budget for department within the Library.
- May drive City vehicles.
- Performs related work as required.

Knowledges, Skills and Abilities

- Knowledge of professional library principles, methods and techniques.
- Considerable knowledge of reader interests at varying educational and age levels.
- Thorough knowledge of the library's collection and the related resources available to the community.
- Considerable knowledge of general reference sources and information sources available.
- Ability to communicate effectively.
- Ability to drive City vehicles safely and efficiently.
- Ability to establish and maintain effective working relationships with fellow employees and the general public.

Minimum Requirements of Education and Experience

Either 1) A Bachelor's degree, preferably a Master's degree, in Library Science from an ALA-accredited college or university;
Or 2) Graduation from an accredited four-year college or university preferably supplemented by sufficient library science credits to qualify as a major and two years' increasingly responsible advanced library experience.

Necessary Special Qualifications

- Must possess and maintain a valid Class D driver's license issued by the State of New Mexico and have a satisfactory driving record.
- Must be certified as a Grade II Librarian by the State of New Mexico within one year of date of hire.

Necessary Special Requirements

- Must be able to pass a rigid background investigation including work history, criminal records, driving records and other records deemed necessary.
- Must pass a post-offer pre-employment drug screen administered by a City-designated facility.

Must submit the "Pre-Employment Release and Waiver" form with the application.

**IF YOU REQUIRE SPECIAL ACCOMMODATIONS, PLEASE CONTACT THE HUMAN RESOURCES
DEPARTMENT AT CITY HALL, 425 N. RICHARDSON, (575-624-6700, EXT 268**

